

**MASSACHUSETTS DEPARTMENT OF CORRECTION**

**RECYCLING**

**103 DOC 341**

**TABLE OF CONTENTS**

341.01	General Policy.....	2
341.02	Department Recycling Coordinator.....	2
341.03	Department Recycling Transfer Station.....	3
341.04	Recycling Coordinator.....	5
341.05	Recyclables.....	5
341.06	Sale of Recyclable Materials.....	6
341.07	Recycling Equipment.....	6
341.08	Composting.....	7
341.09	Record-Keeping.....	8
341.10	Emergencies.....	9

<b>MASSACHUSETTS DEPARTMENT OF CORRECTION</b>	<b>DIVISION: ADC, SOUTHERN SECTOR</b>
<b>TITLE: RECYCLING</b>	<b>NUMBER: 103 DOC 341</b>

**PURPOSE:** To establish Department of Correction ("Department") recycling guidelines to reduce solid waste removal and enhance clean state and environmental initiatives.

**REFERENCES:** M.G.L. 124, § § 1 (a), (b), (c), (e), (f), (g), (k), and (l), and M.G.L. Chapter 127, § § 48 and 49.

**APPLICABILITY:** Staff/Inmates                      **PUBLIC ACCESS:** Yes

**LOCATION:** Department's Central Policy File;  
Each Institution's Policy File;  
Each Inmate Library.

**RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:**

- Assistant Deputy Commissioner, Southern Sector
- Superintendents
- Division Heads

**PROMULGATION DATE:** 01/18/2005                      **EFFECTIVE DATE:** 02/17/2005

**CANCELLATION:** 103 DOC 341 cancels all previous Departmental or institutional policies, policy statements, bulletins, and rules and procedures regarding recycling which are inconsistent with this policy.

**SEVERABILITY CLAUSE:** If any part of 103 DOC 341.00 is, for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

### **341.01 General Policy**

The Department is committed to recycling as many materials as possible in order to reduce the cost and weight of solid waste being disposed of at landfills and incinerators. In an effort to achieve this goal Department shall attempt to:

1. Adhere to all Commonwealth of Massachusetts State sustainability directives;
2. Increase inmate work opportunities while at the same time increasing opportunities for inmates to provide reparation to the community;
3. Reduce the Department's solid waste removal by 25% within the first full year of operation, 35% within twenty-four (24) months of implementation and 5% reduction each year after, reaching 50% reduction within five (5) years of implementation.

### **341.02 Department Recycling Coordinator**

The Assistant Deputy Commissioner, Southern Sector shall act as the Department's Recycling Coordinator. His/her duties shall include, but not be limited to:

1. Sustaining recycling efforts at all Department institutions and divisions to include the purchasing of equipment;
2. Acting as the Reviewing Authority for 103 DOC 341 Recycling;
3. Coordinating training for institution/division recycling coordinators and transfer station staff;
4. Establishing a process to educate all Department employees on the benefits of recycling;
5. Designating an employee to chair the Recycling Steering Committee and an employee to oversee the operations of the five (5) transfer stations. This employee shall also act as the liaison with the contracted vendor, assisting the Department in its recycling program.

**341.03 Department Regional Recycling Transfer Stations**

1. The Department has established five (5) regional recycling transfer stations to accept recycling materials from institutions/divisions within their region. They shall be located at the following sites:
  - A. *Bridgewater Complex Recycling Building.* The transfer station shall handle recyclable material from the Bridgewater State Hospital, Massachusetts Treatment Center, Old Colony Correctional Center and Minimum, Massachusetts Alcohol and Substance Abuse Center, MCI-Plymouth, Department Divisions, and all CORE functions on the Bridgewater Complex.
  - B. *Pondville Complex Recycling Building.* The transfer station shall handle recyclable material from MCI-Cedar Junction, MCI-Norfolk, Bay State Correctional Center, Pondville Correctional Center, MCI-Framingham, South Middlesex Correctional Center and all division offices including Resource Management, State Transportation, Hodder House, Central Headquarters in Milford and those divisions located in the Industries Building.
  - C. *MCI-Concord Warehouse.* The transfer station shall handle recyclable material from MCI-Concord and the Northeastern Correctional Center as well as division offices located in the Secure Facilities Building, Department Resource Management and Victim Services. All plastic recycling materials shall be processed through the transfer station.
  - D. *MCI-Shirley Recycling Building.* The transfer station shall handle recyclable material from MCI-Shirley Medium and Minimum, Souza Baranowski Correctional Center as well as the Massachusetts Training Academy.

- E. *NCCI Warehouse.* The transfer station shall handle recyclable material From the North Central Correctional Institution and its minimum operation.
- 2. The Rte. 2 transfer stations shall transport materials to NCCI Warehouse, which shall then be shipped to the commodities markets.
- 3. Transfer stations shall be responsible for ensuring that:
  - A. All recycling materials are appropriately sorted by category (i.e. corrugated cardboard, mixed paper, office paper, aluminum cans, tin (steel) cans and plastics).
  - B. All cardboard, mixed paper, white office paper and cans are bailed and stored to await delivery to market.
  - C. All aluminum and tin (steel) cans shall be crushed and cleaned before being received at the transfer station.
  - D. Accurate weights of all materials from facilities and divisions shall be maintained for tracking purposes.
  - E. Institutions/divisions which send non-recycling materials (contaminants) are to be notified.
- 4. These transfer stations shall be operated in the following manner:
  - A. In compliance with 103 DOC 451, Inmate Community and Facility Work Crew Procedures, a facility inmate work crew shall be assigned from the nearest community correction facility.
  - B. A staff member shall be assigned to supervise this inmate work crew. One of the facilities utilizing the transfer station shall assign a staff person to this function, however, if this is not possible, the superintendents utilizing

the transfer station shall assign a full time staff person to this project on a rotating basis.

#### **341.04 Recycling Coordinator**

1. Each Superintendent/Division Head shall designate an employee as their institution/division recycling coordinator and advise the chairperson of the Recycling Steering Committee.
2. The recycling coordinator shall promote recycling initiatives and ensure facility/division compliance with all aspects of this policy.

#### **341.05 Recyclables**

1. The following items are recyclables and shall be removed from all Department facilities and division offices and delivered to a regional transfer station as designated in 103 DOC 341.03(1) (A-E):
  - A. Corrugated Cardboard - these boxes shall be collapsed and placed into hampers for delivery to the regional transfer station. Care shall be taken to ensure this recyclable does not get wet.
  - B. Paper products to include white and colored (white paper should be separated from colored paper) high grade office paper including office stationery, Xerox paper, lined pad paper, envelopes, computer printout paper, manila file folders, post-it notes, and tab and index paper. In addition, low-grade paper shall be recycled including newspapers, magazines, glossy paper as well as brown paper bags. The office paper shall be shredded, placed in bags and delivered to the transfer station via hampers. The low-grade paper shall be bagged, placed in hampers to be delivered to the transfer station.
  - C. Tin and Aluminum Cans shall be collected from facility/division sites, placed in bags

and sent to the transfer station via hampers.

D. Plastics shall be cleaned and placed in hampers and delivered to the regional transfer station.

2. This policy does not preclude superintendents/division heads from recycling other materials as long as they have established a recycling program that includes items noted in 103 DOC 341.05 (1)(A-D). Other materials may include fluorescent lamps and ballasts, rechargeable batteries, cathode ray tubes (CRT's), mattresses, used clothing, scrap metal surplus property and books. All materials recycled by facilities and divisions shall be documented and forwarded to their respective fiscal office.

#### **341.06 Sale of Recyclable Material**

1. Recyclable materials received and processed at a regional transfer station shall be sold to outside vendors utilizing the contracted vendor who shall coordinate the pickup of the commodity for transfer to the market.
2. When enough recycled material has been generated at the regional transfer station the contracted vendor shall be contacted to arrange pickup. It is preferable that enough storage space is available at each regional transfer station so that pickups can be arranged with full loads.

#### **341.07 Recycling Equipment**

1. The following equipment shall be utilized in the recycling effort in all Department facilities and divisions:
  - A. Dual DeskSider Container. This container has a dual collection design which promotes improved separation of recyclables and waste.
  - B. "Slim Jim" Recycling Container. This container with has slotted lids and is used as a receptacle

for mixed paper including newspaper and magazines from inmate living areas. It has a capacity of approximately twenty (20) gallons.

- C. Desk Side Bin. This container is utilized as a receptacle for high-grade paper generated from office areas.
  - D. Hamper. This container is canvas sided and has a capacity of 144 gallons. It rolls on 4-6 wheels and moves easily, reducing concerns about heavy lifting. It is used to move recycling material within facilities and divisions and also to move accumulated material to the regional transfer station.
  - E. Gaylord Boxes. These large heavy-duty cardboard boxes are located in the regional transfer stations and are utilized to store recycled material prior to market.
2. This list does not preclude a facility or division to purchase additional or alternative equipment for their recycling efforts.

#### **341.08 Composting**

1. Composting is a process of decomposition of organic material. It is accomplished when naturally occurring soil organisms recycle nitrogen, potash, phosphorus, and other plant nutrients as they convert the material into humus. Composting reduces the volume of garbage requiring disposal and thereby reducing costs. It is the Department's policy to eliminate this organic material from its waste stream over the next five (5) years. This may be accomplished in one of two ways:
- A. Arrange for pickup by a piggery. Many facilities currently have arrangements with local farmers that raise pigs to pick up garbage that include food waste. This arrangement is encouraged as long as there is no cost to the Department. If there is an associated cost the facility is encouraged to out source these materials or begin a composting program.



- B. Begin a composting program. Facilities that have not established a relationship with a local farmer are encouraged to begin a composting program on site. It is the goal of this program to compost the following material:
  - i. leaves
  - ii. grass clippings
  - iii. fruit and vegetable scraps
  - iv. coffee grounds
  - v. egg shells
  - vi. tea bags
  - vii. paper towels, napkins
  - viii. paper plates
  - ix. coffee filters
  - x. waxed lined cardboard
- C. Material that cannot be composted includes:
  - i. meat
  - ii. bones
  - iii. fatty foods such as cheese, grease, and oils

#### **341.09 Record-Keeping**

1. Superintendents/Division Heads shall conduct an analysis of trash costs, which shall include, but not be limited to, the number of trash containers, cost of rental, tonnage disposed of per month, hauling and tipping fees. This process will provide information which may lead to adjustments in the number of dumpsters needed and/or the frequency of pickups. Superintendents/Division Heads shall complete a quarterly report on additional materials recycled as outlined in 341.05(2) to their respective fiscal office.
2. The contracted vendor shall keep track of all materials that are recycled from the regional transfer stations and provide periodic reports to the Assistant Deputy Commissioner, Southern Sector on the amount of material recycled as well as associated costs.
3. The Assistant Deputy Commissioner shall generate an annual report on the Department's recycling efforts to the Commissioner at the end of each fiscal year.

**341.10**      **EMERGENCIES**

Whenever, in the opinion of the Commissioner or designee or the Superintendent of a state correctional facility, an emergency exists which requires suspension of all or part of this policy, the Commissioner or designee or the Superintendent may authorize such suspension, provided that any suspension lasting more than forty eight (48) hours must be approved by the Commissioner.